

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
P.O. BOX 154997 WACO TX 76715-4997

TX WING SUPPLEMENT 1
CAPR 20-1
05 OCT 03

Organization and Mission - General

ORGANIZATION OF THE CIVIL AIR PATROL

CAPR 20-1, 29 May 2000 is supplemented as follows:

13c. Group commanders are delegated the authority to appoint squadron and/or flight commanders with prior concurrence of the wing commander. Group commander will then complete CAP Form 27 as prescribed in CAPM 20-3. Wing will publish orders as required.

17. - Texas group boundaries, by county, follows:

GROUP 1 - Dallam, Sherman, Hansford, Ochiltree, Lifscomb, Heartley, Moore, Roberts, Hutchinson, Hemphill, Oldham, Swisher, Briscoe, Hall, Childress, Motley, Cottle, Potter, Carson, Gray, Wheeler, Randall, Deaf Smith, Armstrong, Donley, Collinsworth, Parmer, Castro, Scurry, Bailey, Lamb, Hale, Floyd, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Fisher, Yoakam, Terry, Lynn, Garza, Kent, Stonewall, Borden, Dawson, Gaines

GROUP 3 - Lavaca, Dewitt, Victoria, Jackson, Golaid, Refugio, Calhoun, Aransas, San Patricio, Duval, Jim Wells, Nueces, Kleberg, Jim Hogg, Brooks, Starr, Kenedy, Zapata, Hidalgo, Willacy, Cameron, Bee, McMullen, Live Oak

GROUP 4 - Dallas, Kaufman, Ellis, Hill, Navarro, Limestone, McLennan

GROUP 5 - Grayson, Fannin, Collin, Hunt, Rockwall, Lamar, Delta, Hopkins, Red River, Franklin, Titus, Camp, Cass, Morris, Bowie

GROUP 6 - Wichita, Clay, Montague, Cooke, Archer, Jack, Wise, Denton, Palo Pinto, Parker, Tarrant, Wilbarger, Throckmorton, Shackelford, Archer, Baylor, Stephens, Young, Hardeman, Foard, Knox, Haskell, Jones, Hood, Johnson, Somervell, Erath

GROUP 7 - Wood, Van Zandt, Harrison, Upshur, Smith, Rusk, Henderson, Rains, Marion, Gregg, Panola, Anderson, Cherokee, Nacogdoches, Shelby, Houston, Trinity, San Augustine, Sabine, Angelina

GROUP 8 - Mills, McCulloch, San Saba, Lampasas, Burnet, Williamson, Travis, Lee, Bell, Bastrop, Milam, Robertson, Brazos, Burleson, Eastland, Brown, Coleman, Freestone, Falls, Coryell, Bosque, Leon, Madison, Hamilton, Callahan, Commanche, Mason, Llano, Hays, Blanco, Caldwell

GROUP 11 - Polk, Tyler, Jasper, Newton, San Jacinto, Liberty, Hardin, Orange, Chambers, Jefferson

GROUP 13 - Grimes, Walker, Montgomery, Washington, Fayette, Austin, Harris, Colorado, Fort Bend, Brazoria, Galveston, Wharton, Matagorda, Waller

GROUP 16 - El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, Brewster, Terrell, Pecos, Reeves, Ward, Crane, Upton, Reagan, Glascock, Midland, Ector, Winkler, Loving, Sterling, Martin, Howard, Coke, Irion, Tom Green, Schliecher, Crockett, Sutton, Concho, Nolan, Runnels, Taylor, Mitchell, Andrews, Menard

GROUP 19 - Bandera, Bexar, Comal, Uvalde, Zavala, Dimmit, Webb, LaSalle, Frio, Atascosa, Karnes, Wilson, Gonzales, Guadalupe, Kerr, Real, Kimble, Val Verde, Edwards, Gillespie, Medina, Kinney, Maverick, Kendall

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 20-1
OPR: CC
DISTRIBUTION: 1 ea group commanders, 1 ea wing staff, 2 ea SWR HQ

Part III - SENIOR MEMBER POSITION DESCRIPTIONS (Added)

Vice Commander

The Vice Commander is responsible to the Wing Commander for ensuring the corporation objectives, policies and operational directives are effectively executed within the Wing. Specific duties include, but are not limited to:

1. In the absence of the Wing Commander, the Wing Vice Commander represents Texas Wing at official wing functions and appropriate social functions.
2. Conducts staff meetings and other official wing business in the absence of the Wing Commander, as required.
3. Works with the Chief of Staff in matters concerning wing staff problems.
4. Maintains an ongoing knowledge of all wing matters.
5. Serves as an Ex-officio member of all committees and boards.
6. Recommend members for appointment as Group Commanders when required.
7. Keep the Wing Commander constantly informed of all actions and current information.
8. Visit units on a periodic basis.
9. Provide guidance and assistance as required.

Chief of Staff

The Chief of Staff is responsible to the Wing Commander for ensuring the corporation objectives, policies, and operational directives are effectively executed within the wing. Specific duties include, but are not limited to:

1. In concert with the Wing Commander, recommend members for appointment to or relief from the wing staff as required.
2. Coordinates and supervises staff responsibilities and coordinates higher headquarters reporting requirements.
3. Monitors progress in the wing's objectives and goals with wing staff members.
4. Provide direction, guidance and training for all members of the wing staff.
5. Schedules and coordinates regular staff meetings, assure the minutes are recorded and properly filed and track all open agenda items until properly closed.
6. Schedules and coordinates the agenda for the Wing Commander's Call.
7. Keeps the Wing Commander and Wing Vice Commander constantly informed of all actions and current information.
8. Act as assistant to the Wing Commander, performing such administrative, suspense tracking and other duties as shall be directed by the Wing Commander.
9. Coordinate, monitor and receive reports from wing committees and boards. Coordinates the physical layout of the wing headquarters office and desk arrangement.

//SIGNED//

BOBBY R. THOMAS, Maj., CAP
Administrative Officer

//SIGNED//

ROBERT F. ELDRIDGE, Col, CAP
Commander

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